

BerryDunn Group Contract #27881
Task 11 – Ad Hoc - Task Order 003 – Amendment 1

It is agreed by and between the State of Vermont, Department of Vermont Health Access (hereafter called the “State”) and Berry Dunn McNeil & Parker, LLC, d/b/a BerryDunn, (hereafter called the “Contractor”) that Task Order #003 of the contract on the subject of providing assistance with the development of uniform reporting requirements and business processes for specialized programs, effective February 1, 2015, is hereby amended effective June 17, 2016, as follows:

By deleting Task Order #003 in its entirety and substituting in lieu thereof the following Amended Task Order #003:

Task Title/Type of Activity:	Project Planning and Project Management
Responsible Fiscal Party - List Department(s):	DVHA
Amount Requested for Approval:	\$253,055
Affiliate Number/Internal Financial Information:	
Funding Source:	Task Order 003 requires 1,177 hours @ \$215.00 per hour = \$253,055 (additional funds not required)
Effective Dates:	March 17, 2016 to July 31, 2016
Project Contact Information:	Ashley Berliner

1. Scope of Work

This is a Task Order between the State of Vermont, Department of Vermont Health Access (hereafter called “State”) and BerryDunn (hereafter called “Contractor”). This Task Order is entered into in accordance with Contract No. 27881 dated 2/1/2015 (the “Contract”), between the State and Contractor. The parties acknowledge and agree that this Task Order is subject to and shall be incorporated in and become a part of the Contract. This Task Order shall not in any way amend, conflict with or supersede the original Contract, as amended. For purposes of this Task Order, the terms and conditions of Attachment C, Attachment A and Attachment B of the Contract, as amended, in that order, shall take precedence and supersede in the event of any ambiguity, conflict or inconsistency with the provisions in this Task Order, including any attachments hereto. All capitalized terms used herein and not otherwise defined shall have the meaning set forth in the Contract.

TASK 11 - Ad Hoc

Business Progress Mapping and Information Gathering

As a result of factors including initial business process mapping efforts and other activities occurring in the HSE environment (e.g., ongoing refinement of the HSE roadmap, cancellation of the IT procurements), the Specialized Programs Project (SPP) team decided it would be a more valuable use of the team and impacted Departments’ time to focus on defining the as-is environment and capturing the high level vision of the to-be environment and the data elements required to support processes in that environment for the systems/tools in scope. As a result, a revised approach was developed and approved by key State project stakeholders on 3/3/16. This approach will leverage hours from Task 11 Technical and Other Assistance as needed and will shift unspent hours/dollars allocated to some

deliverables in BerryDunn's Contract #27881 (including Task Orders 001-A and 002) to other deliverables that the SPP team [comprised of State, BerryDunn, and Pacific Health Policy Group (PHPG) members] believes will provide more value to the State at this point in time.

Activities

This task order is being developed to allow project activities to proceed as approved by the above noted State Project Stakeholders. BerryDunn will engage in the following high-level activities under this task order:

1. Orient new BerryDunn team members to the pertinent Specialized Programs and project goals, activities, business process mapping meeting structure and materials, deliverable format and expectations, etc. so that two teams can be working simultaneously to complete activities before the project end date.

Existing BerryDunn team members include:

- Danielle Ewing, Project Manager
- Nicolle Field, Lead Senior Business Analyst
- Julie Gauge, Senior Business Analyst

New team members may include:

- Michael Martel, Senior Business Analyst, BerryDunn
 - Amanda Findley, Business Analyst, BerryDunn
 - Sarah Baker, Business Analyst, BerryDunn
2. Hold preliminary meeting with each Department/Division/Program to validate the list of systems/tools, identify processes associated with the systems/tools, ensure as-is process mapping has not previously been performed, and identify SME's to participate in business process mapping sessions
 3. Develop and distribute business process mapping meeting materials to participants
 4. Schedule and facilitate business process mapping sessions
 5. Develop and submit draft sub-deliverables
 - A unique sub-deliverable will be created for each system/tool addressed to allow for incremental submission by BerryDunn and to ease the review process for SME's
 - Each sub-deliverable will include the approved content previously approved for as-is business processes by the State in the Deliverable Expectations Document
 - To-be business process information will be limited to the high-level narrative vision from SME's (one to two paragraphs) and the data elements SME's anticipate will be needed in the future environment to support reporting and other processes
 6. Incorporate feedback from Department SME's
 7. Aggregate sub-deliverables into a single deliverable at the Department level and submit in final

Specialized Programs and Systems/Tools

The Departments/Divisions/Programs in scope for this task order are:

- DMH AMH
- DMH CMH
- DAIL TBI
- DAIL ASD
- DAIL DDS
- VDH ADAP
- DCF CIS

The systems/tools in scope are those listed in Exhibit 3.3 of PHPG's Task 4 report, with the exception of the systems/tools for VDH HIV/AIDS and Ladies First as these programs were determined to be out of scope after completion of that report¹.

Business process mapping and information gathering activities for these Programs and systems/tools will begin under this task order and continue under/dovetail with activities performed under the associated Amendment 2 to the Contract that is in development, should that amendment be approved. It is not expected that all Programs and systems/tools listed in this task order will be addressed under the task order; rather, BerryDunn will address as many as possible within the allotted hours.

2. Deliverables

As described in the "Activities" section above, a unique sub-deliverable will be created for each system/tool addressed to allow for incremental submission by BerryDunn and to ease the review process for SME's. Based on initial assumptions, approximately 76 systems/tools remain in scope; therefore, approximately the same number of sub-deliverables may be developed. Sub-deliverables for each Department will be aggregated into a single deliverable when all systems/tools for that Department have been reviewed. Based on initial assumptions for the Departments and Programs listed in this task order, 3-4 aggregated deliverables are expected, i.e.:

- DMH Aggregate Business Process Document
- DAHL Aggregate Business Process Document
- VDH Aggregate Business Process Document
- DCF Aggregate Business Process Document (a separate deliverable may not be developed for DCF as at this time only one system/tool is in scope, and it has been deprioritized by the State)

Deliverables may change as activities progress and information is clarified, e.g., the final number of systems/tools, the degree of overlap between Programs, the number of processes associated with each system/tool, and the amount of time it will take to review the processes for the systems/tools.

3. Payment Provisions

Months	Added Hours	Hourly Rate*	Total Cost
March–July 2016	1,177	\$215	\$253,055

*Hourly Rate is \$215 inclusive of all out-of-pocket expenses

Activities performed under this task order will be invoiced monthly to the State at an hourly rate of \$215, inclusive of all out-of-pocket expenses. BerryDunn will only charge the State for actual hours expended, and monthly invoices will include a description of the hours charged.

This task order may not exceed \$253,055, or 1,177 hours at a rate of \$215.00/hour.

Note: initial estimates are that each of the 76 systems/tools will have 3 processes associated with it, and it will take an average of 12 hours to complete each business process (estimate includes holding preliminary meeting with the Department, meeting preparation, etc.). Therefore, it is expected that approximately 27 systems/tools will be addressed with the 1,177 hours included in this task order. Deviations from these assumptions may impact the ability of BerryDunn to complete the activities outlined within the existing budget.

¹The list will be refined as activities progress, e.g., in the planning meeting with DMH AMH before beginning business process mapping sessions, it was identified that some of the systems/tools in the list were no longer maintained, some had different names, etc. The first activity that will occur with each Department/Division/Program is confirmation of the systems/tools that will be addressed in business process mapping sessions.

Approval:

BerryDunn	Charlie Leadbetter	
Approval Signature		Date
DVHA Business Lead:	Ashley Berliner	
Approval Signature		Date
DVHA Contract Administrator	Susan Whitney	
Approval Signature		Date
Attorney General's Office	Michael Barber	
Approval Signature		Date

Comments: _____

Must be signed by all parties prior to commencement of work